

# VOLUNTARY PATERNITY QUARTERLY

DCSS Hospital Paternity Program

Fourth Quarter 2013

October-December

## The Impact From AOP Errors!

How important is the work you do everyday? Have you really thought about it? It is more important than you think. Whether your position is complicated or simplistic, we all get comfortable with routine. It becomes very easy for minor details to slip by unnoticed that will not only become an inconvenience for all involved, but can ultimately have a negative impact. In our line of work, an error can result in a voluntary paternity not being established for a baby.

An Acknowledgement of Paternity (AOP) is completed by unwed parents and submitted to the Hospital Paternity Program (HPP) for validation and processing. It is important to make sure that the mother and child's information on the AOP match the birth record. Let's say for example, that the baby's DOB (date of birth) on the AOP does not match the birth record. HPP would have to reject the AOP. They would notify the parents to have a new AOP completed and resubmitted for processing. Until the corrected AOP is resubmitted, paternity would not be able to be established. In our line of work the smallest mistake can have a detrimental effect for a family. There was once a mother who passed away before an error that was made on an AOP could be corrected and resubmitted. Genetic testing was needed for this baby to have a legal father. This added to an already stressful situation for the father. He was not considered the legal father. This is a true and a very unfortunate example of why it is critical to ensure that the mother and child's information on the AOP matches the birth record.

The Voluntary Paternity workshop that is held by the Division of Child Support Services Hospital Paternity Program, will guide you through this process. Whether you are new or have been completing AOP's for years, the Voluntary Paternity workshop was developed to keep you up to date with policies

and procedures in an interactive atmosphere. Together, our efforts will give a child a brighter future! "You can become blind by seeing each day as a similar one. Each day is a different one, each day brings a miracle of its own. It's just a matter of paying attention to this miracle." -Paulo Coelho-



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# Working together to make a difference!

	OCTOBER	NOVEMBER	DECEMBER
BIRTHS TO UNWED PARENTS	3,491	3,169	3,330
HPP ESTABLISHED PATERNITIES	2,672	3,024	2,418
TOTAL PERCENT	77%	95%	73%



Do you or your hospital staff need HPP related training? Please feel free to call us any time!

Phone (602) 771-8181 Fax (480) 545-1009

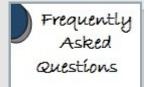


Your Partner For A Stronger Arizona

#### Did you know??

A witness may be from Mexico as long as their Mexican address is complete and includes the zip code, the witness is 18 or older, and is not related by blood or marriage.





"The child must know that he is a miracle, that since the beginning of the world there hasn't been, and until the end of the world there will not be, another child like him."

-Pablo Casals-

QUESTION:	Is an "X" mark as a signature acceptable on an Acknowledgment of Paternity?
ANSWER:	An "X" mark as a signature is acceptable if the person who cannot write can provide sufficient evidence of his or her identity such as a valid driver's license or identification card. In most cases, the identification card or driver's license will bear the same "X" mark as the signer's signature.
QUESTION:	The parents completed an Acknowledgment of Paternity using blue ink, is this acceptable?
ANSWER:	Dark blue ink is acceptable. Pastel hues such as light blues or pinks are unacceptable. Pencil should never be used.
QUESTION:	Can an Acknowledgment of Paternity be completed for a child for whom the gender is unknown?
ANSWER:	Yes, an Acknowledgment of Paternity document can be completed for a child whose gender is unknown.
QUESTION:	What is the definition of a legal marriage?
ANSWER:	A civil marriage is valid but a ceremony held only in a church without the benefit of a marriage license is not recognized as a legal marriage.

#### **IMPORTANT REMINDERS**



- Send completed Acknowledgement of Paternity (AOP) forms to the Hospital Paternity Program (HPP). This gives your site credit for the paternities established.
- Ensure that parents do NOT take original completed AOP with them. Send the originals to the HPP team for processing. Do NOT give the parents a copy of the unprocessed AOP.
- Proof-read the AOP before submitting it to HPP. We have seen AOP's with missing witness dates, incorrect hospital addresses, or handwritten AOP's are not legible etc. Proof-reading for accuracy can avoid them being returned for correction or for parents to complete a new AOP.

Children born outside the boundaries of a legal marriage, as defined by law, do not have the same legal rights as a child with a legal father.

Establishing paternity gives a child born outside of a marriage the same legal rights as a child born to married parents.

You can make a difference!

YOU'RE GOING TO CALL ME WHAT!!?

**Uncommon Baby Names** 

by The HPP Team

Have you run across any creative • names lately & would like to share with • other readers? Here are a few that we have seen:

- Cinnamon Esperanza
- Gianfranco
- Loyalty Manhattan
- Fielding Hunter
- Trust One
- Morning Star Joy
- Ocean Rain

- Three In One
- Moonmuffin

If you have any Uncommon Baby Names you would like to add please email them to <a href="mailto:kgoodall@azdes.gov">kgoodall@azdes.gov</a> and we will print them in the next newsletter.

Rules: First names and middle names only, Arizona births & no date of birth's. Looking forward to hearing from you.!!



## What's New With The Acknowledgment Of Paternity?

The Acknowledgment of Paternity (AOP) form has been revised. The revisions to the AOP were completed by DCSS/HPP to assist the Arizona Department of Health Services (ADHS), Office of Vital Registration (OVR) to comply with the NCHS 2003 Standard of collecting information.

The NCHS 2003 Standards requires ADHS, OVR to collect and report data such as, education and ethnicity information to the Department of Health and Human Services' National Center for Health Statistics (NCHS). The revamped AOP will assist OVR with their statistical reporting requirements.

One of the most noticeable changes is the removal of the ethnicity and father's education section on the face of the AOP (mid-section). The ethnicity and father's education information will now be recorded on a separate attachment of the AOP titled "ADDITIONAL INFORMATION REGARDING THE FATHER LISTED ON THE ACKNOWLEDGMENT OF PATERNITY.

The new AOP form includes the addition of a check box to indicate the sex of the child. Other changes include modifications to the date lines in the allotted area that is given for the parents and their witnesses to sign. It is now adjusted down from four date lines in the parents and witness signature area, to two date lines. Parents and their witnesses will now be required to provide only one date for the mother and her witness signatures and one date for the father and his witness signatures.

#### Things to note with the new AOP and EBRS:

ADHS is not required to collect phone numbers or employer information with the new standards (EBRS); however, HPP requires this information in the event the parents must be contacted to correct any errors on the AOP. Therefore, it will be necessary to hand write phone numbers and employer information on the AOP. The AREA CODE AND PHONE NO. and EMPLOYER sections of the AOP will be blank with the printed copy. Please be sure that phone numbers and employer information is obtained from the mother and father during the time they sign the Acknowledgment of Paternity.

The bar code located at the bottom left hand corner of the AOP should not be altered. Please do not write or damage it in any way, including placing any other barcodes, markings or tape over it. The bar code allows HPP to quickly and efficiently scan an image of the AOP into the HPP database after the AOP has been validated and processed.

Any questions regarding the new AOP should be directed to HPP.

#### Thank you & Happy New Year!

Patricia Martinez Hospital Paternity Program Manager

#### Special Shout Out for the HPP Team!!

**Kimberly Smith** celebrated her 15th year with DCSS on 11/21/13. She has been on the HPP team for 2 years now. **Patricia Martinez** celebrated her 25th year with DCSS on 12/19/13. She has been with HPP since 2007.

Thank you both for all of your hard work!



### Arizona Department of Health Services - Office of Vital Records

#### New Staff at the State Office of Vital Records

Celia Nabor, Office Chief



In October 2013, Celia Nabor, joined the Office of Vital Records as the Office Chief. Over the past eleven years Celia has served in various public health leadership roles with Greenlee County, Pinal County, and the Arizona Department of Health Services. Celia has earned Bachelor of Science degrees in Dietetics (Nutritional Science) and Chemistry and a Masters in Public Administration with a concentration in Public Management.

Megan Whitby, Trainer



Another new face in the office is **Megan Whitby**. Megan is the Office of Vital Records' new trainer. She replaces Michael LaPolla who retired last year. Megan joined the Office of Vital Records on December 9, 2013. She comes to our office after working for three years as a high school and middle school teacher. Megan earned a Bachelor of Arts degree in Journalism from Arizona State University, and a secondary teaching certificate from Rio Salado. If you would like to contact Megan, you can reach her at 602-364-0042.

Please join us in welcoming both Celia and Megan to our team.

#### **Training and Outreach**

Our next refresher courses available for hospitals are listed below. Each course will encompass a variety of topics regarding the Electronic Birth Registration System and the Electronic Fetal Death Registration System as it relates to the hospital roles and responsibilities.

Date	Time
Wednesday, March 12, 2014	1:00 pm – 3:00 pm
Thursday, March 13, 2014	10:00 am – Noon
Wednesday, April 9, 2014	10:00 am – Noon
Thursday, April 10, 2014	1:00 pm – 3:00 pm

If you are interested in joining any of these sessions or need a separate one-on-one refresher session for your facility, please contact Bianca Soto at <a href="mailto:Bianca.Soto@azdhs.gov">Bianca.Soto@azdhs.gov</a> or Megan Whitby at <a href="mailto:Megan.Whityby@azdhs.gov">Megan.Whityby@azdhs.gov</a>.

### <u>Electronic Fetal Death Registry System (EFDRS)</u> <u>Reminders</u>

Our Quality Assurance Section has determined that on a few occasions the incorrect worksheet was used to collect the information to enter and register a Report of Fetal Loss or a Fetal Death Certificate. Please note, there are two different worksheets, one to collect the information for a **Report of Fetal Loss** and one that should be used to collect data for the **Fetal Death Certificate**. Please ensure that you are using the correct worksheet for the correct scenario. If you have any questions, please contact Bianca Soto or Megan Whitby.

Just a reminder that continuous web-based training is available in LearningZen for new employees or as a refresher for existing employees which covers the Electronic Fetal Death Registry System (EFDRS). If you are interested in gaining access to LearningZen, please have your supervisor contact VSIMS Support at VSIMSSupport@azdhs.gov.

If you have specific questions about functionality, eligibility, and workflow or need a one-on-one training session, please don't hesitate to contact Bianca Soto (602) 364-1252 or Megan Whitby (602) 364-0042 at the State Office of Vital Records. Refresher site visits may also be accommodated.

#### **Electronic Birth Registry System (EBRS)**

The long awaited Electronic Birth Registry System (EBRS) was implemented on December 30, 2013.

Thank you to those hospitals that participated in testing the new EBRS system before the system went live. Your input was valuable and all suggestions provided were incorporated into the system.

New employees no longer have to wait for the once a month training provided by the State Office of Vital Records to gain access to EBRS Training. We have recently launched web-based training on LearningZen. Please have your supervisor contact VSIMS Support at <a href="mailto:VSIMSSupport@azdhs.gov">VSIMSSupport@azdhs.gov</a> to register for training

#### **Data Quality**

Thanks to all of you for a great 2013! We appreciate your assistance with data cleanup and for responding to inquiries from Tom Anderson and Dana Hynes in a timely manner. This has allowed our office to respond to the National Center for Health Statistics (NCHS) with correct data in a timely manner. If you have any questions or issues with this process, please let me know.

Thanks for all of your hard work, patience and cooperation.

Toni Miller

Birth and Death Registry Manager Arizona Department of Health Services Office of Vital Records

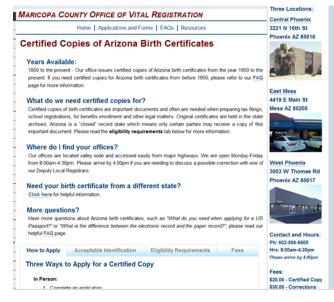


#### Maricopa County DPH Office of Vital Registration

### Did you hear? <u>MaricopaVitalRecords.com</u> Your go-to-resource is live! ...and its mobile device friendly. Log on!

Check out <u>www.MaricopaVitalRecords.com</u> to answer all your questions about AZ Birth Certificates. Questions such as how to apply for certified copies, County office locations and hours and how to add a Father to record after the hospital has created the birth record.

A sleek FAQ section and printable applications are at your fingertips! This is your GO-TO-Resource!



#### www.MaricopaVitalRecords.com

Check us out!
We've got you covered!

Have questions about where our offices are located or our hours?
Click on any of the photos of our 3 offices and find easy directions!

This easy to use site is available now to answer the most frequently asked questions that you hear within the office and from moms and families.

#### Questions such as:

- How do I apply for a copy of my baby's birth certificate? Or where can I pick up a copy?
- How do I add the father my baby's birth certificate once I have left the hospital?
- Do you have paternity filing forms, the AOP?

Click on <u>Applications and Forms</u> in the <u>top nav</u> bar for these forms.

- Printable applications English\Spanish
- AOP forms and instructions
- Helpful, updated brochures to explain the processes for paternity and how to change a child's name, etc.

Do you get questions you simply don't know the answer too and need to reply to quickly? We have you covered! Check out our new extensive FAQ section.

Cont... next page

#### Fourth Quarter 2013

#### How to apply for a certified copy?

How to Apply Acceptable Identification Birth Eligibility Death Eligibility Fees

#### **Birth Eligibility Requirements**

In Arizona, applicants must prove their relationship to the person (Registrant) named on the Arizona birth certificate

The requirements below are in addition to providing a signed application, clear copy of the applicant's acceptable ID, any factual documentation or additional forms required and the appropriate fee. \*All documents submitted will be reviewed and verified prior to fulfillment of the request.

Eligible applicants and the information needed to apply in addition to the application requirements above

\*Please note that hospital copies or uncertified birth certificates cannot be accepted

Applicant	Birth Certificate		
Self	Is the person named on the birth certificate, also referred to as the "Registrant" and who is at least 18 years old or provides a certified copy of their court ordered emancipation		
Family Member	The Registrant's spouse, natural or adopted offspring, father, mother, grandparent, grandchild, brother or sister		
Parent	The mother or father as listed on the child's birth certificate may apply. A father who is not named on the birth certificate is eligible if he provides a certified copy court order naming him as the father of the Registrant. If the court ordered paternity directs this office to add the father to the child's birth certificate, this change must be done before certified copies may be issued		
Foster Parent	Foster parent of the Registrant must provide a letter on Child Protective Services letterhead stating the Registrant is still in the care of the Foster parent(s), signed by the case worker and dated within 30 days of the request. Include a copy of the		

We have you covered! Check out our new extensive FAQ section.

Contact and Hours Ph: 602-506-6805 Hrs: 8:00am-4:30pm Please arrive by 4:00pm

#### Fees:

\$20.00 - Certified Copy \$30.00 - Corrections

#### Forms of Payment:

- Visa or MasterCard
- Money Order
- · Cashier's Check · Cash (in person ONLY)

#### How to Apply:

- · In person
- By Mail
- · Online (fees apply)

Look no further than the bottom of each page for the 4 tabs:

- How to Apply
- Acceptable IDs
- Birth Eligibility
- Fees

Do you get questions you simply don't know the answer too and need to reply to quickly?



Check out the extensive FAQ

Find the most commonly asked questions and ANSWERS!

#### MARICOPA COUNTY **OFFICES OF VITAL** REGISTRATION CONTACTS

**General Public Line** (602) 506-6805

**Administrative Fax** (602) 372-8866

#### **Michele Castaneda-Martinez**

Program Manager (602) 506-6345

#### **Gabby Rodriguez**

Administrative Assistant (602) 506-6439

#### **Yolanda Hernandez**

Birth Registration & Issuance Supervisor (602) 506-6438

#### **Vicky Andam**

Death Registration & Issuance Supervisor (602) 506-6952

#### Velinda Sordia

Partner Financial Services (602) 506-6832

#### Elizabeth Rabusa

**Quality Assurance Supervisor** (602) 506-6814

#### **Amy Radeka**

**Greenfield Satellite Supervisor** (480) 924-6315

#### **Stephanie Coombs**

St. Mary's Satellite Supervisor (602) 272-2631

#### **Lindsey Hall**

Medical Certification & **Disposition Unit Supervisor** (602) 372-2635

#### **Heather Hoffman**

**HRRF** Coordinator (602) 506-8110

Fetal Death Registration & **Issuance Supervisor** 

#### Sam Burris

**Interim Supervisor** (602) 506-3588

We've got you covered! Log on and check us out at www.MaricopaVitalRecords.com



Sincerely,

Why haven't I received a certified copy of my child's birth certificate in the mail?

▶ Is there a fee associated with obtaining a copy of my child's birth certificate?

Is there a fee for the 1st certified copy of an Arizona birth certificate?

Michele Castaneda-Martinez





### Voluntary Paternity Workshop October 18, 2013

Special Thanks to all 24 October
Attendees!



COME

#### October's Attendees

JOIN

Cheryl Kent - Attorney General's Office Terri Martin - Attorney General's Office Sherri Regalado - Attorney General's Office Andrea Wiggins - Attorney General's Office Lori Smith - Attorney General's Office Marcie Ebersohl - Banner Estrella Miriam Gaucin - Banner Estrella Marchell Attleberger - Banner Estrella Brenda Villanueva – Banner Estrella Sam Burris – Maricopa County Vital Records Hope Ravens - Maricopa County Vital Records Elizabeth Rabusa - Maricopa County Vital Records Juan Rodriguez - Maricopa County Vital Records Teresa Carrasco - Maricopa County Vital Records Jeanette Moreno - Maricopa County Vital Records Ramona Cota – Maricopa Integrated Health Asia Hinton - Maricopa Integrated Health Kathryn Holcomb - Pinal County Vital Records Jon Someone – Summit Regional Healthcare Sally Lem - Tempe St. Lukes Hospital Cynthia Espinoza – DCSS Diana Alvarez - DCSS Zazzi Pico - DCSS Consuelo Alvarado - DCSS

#### **Evaluation Comments**

- How Could we have improved this workshop? "It was helpful having legal counsel present to answer questions too. May want to have birth recorders, vital, etc speakers too." "Nothing to improve, you girl's were awesome." "Coordinated information should be taught that ties in with State and County expectations." "Keep up the good work. Learned a lot of new stuff from the last workshop I attended 8 years ago."
- How would you summarize the benefits of the workshop? "It made me aware of what I had correct and what I had wrong. But mostly, I really had a good comprehension of what I was taught." "Beneficial to understand policy and being able to communicate at events." "Lots of great information provided in a lively and entertaining manner." "The information was great to receive as a new birth recorder. I had tons of questions on the AOP and feel they were all answered effectively." Presenters are very personable and knowledgeable—Thank you!"
- Additional Comments/Suggestions: "I really like the exercise. They helped me a lot. Thank you!" "Everything was explained well." "They made the class fun and everybody was very friendly." "Engaging and interactive training! I learned a lot and wasn't bored. Great job ladies!" "Exercises were very helpful!"

Halloween at all Maricopa County Office of Vital Registration sites







#### Fourth Quarter 2013



4TH QUARTER
UNWED BIRTHS
9,983

ANNUAL UNWED BIRTHS 38,900



4TH QUARTER AOP Paternities 7,146 (71.58%)

ANNUAL AOP Paternities 26,565 (68.29%)

#### 4TH QUARTER 2013

166.67%	Whiteriver Indian Hospital	110.00%
97.40%	Havasu Regional Medical Center	93.85%`
93.33%	Payson Regional Medical Center	93.33%
88.64%	Tuba City Indian Hospital	88.35%
88.24%	Kingman Regional Medical Center	86.90%
86.84%	Flagstaff Medical Center	85.93%
85.71%	Scottsdale Healthcare/Shea	85.65%
85.51%	Holy Cross Hospital	85.00%
83.21%	Chandler Regional Hospital	83.05%
82.69%	Yavapai Regional Hospital	80.00%
79.78%	Mt Graham Regional Medical Center	78.48%
78.35%	Banner Good Samaritan Medical Center	76.10%
75.18%		
	97.40% 93.33% 88.64% 88.24% 86.84% 85.71% 85.51% 82.69% 79.78% 78.35%	97.40% Havasu Regional Medical Center  93.33% Payson Regional Medical Center  88.64% Tuba City Indian Hospital  88.24% Kingman Regional Medical Center  86.84% Flagstaff Medical Center  85.71% Scottsdale Healthcare/Shea  85.51% Holy Cross Hospital  83.21% Chandler Regional Hospital  82.69% Yavapai Regional Hospital  79.78% Mt Graham Regional Medical Center  78.35% Banner Good Samaritan Medical Center

\* Shooting Stars are awarded based on quarterly compliance numbers of 75% and above.

The Hospital Paternity Program commends birth registrars and nursing staff statewide for aiding Arizona's children. On a daily basis, you all demonstrate tremendous team work and effort as you work to get them a *legal father*. Those hospitals reaching a 75% or higher compliance rate this quarter are listed above.

Congratulations to everyone!





## The Newsletter!

CALLING ALL E-MAIL ADDRESSES!
SEND US YOUR E-MAIL ADDRESS AND
RECEIVE YOUR NEWSLETTER
ELECTRONICALLY!!

Division of Child Support
Services
Hospital Paternity
Program

Do you or your hospital need HPP related training?
HPP staff are here for you.
Call us!!

Phone: (602) 771-8181
Fax: (480) 545-1009
Email: DCSSHOPPAT@azdes.gov



Need paternity handout pamphlets ? Contact DCSS HPP

## workshops

## Voluntary Paternity Workshops for 2014

 April 18th
 9:00 am - 12:00 pm

 July 11th
 9:00 am - 12:00 pm

 October 10th
 9:00 am - 12:00 pm

Location: 2290 W. Guadalupe Rd. Bldg 3

Gilbert, AZ 85233

Interested in attending our Hospital Paternity Workshop?

Contact: Rosalinda Miranda at RMiranda@azdes.gov

Or

Connie Monterrosa at CMonterrosa@azdes.gov

Don't miss this opportunity!!!

Hospital Paternity Program training on the Voluntary Paternity Workshop is available on a regular basis at the HPP office in Gilbert. These classes are offered in addition to the individual hospital visits HPP staff make. Birth recorder supervisors are encouraged to attend, as well.

Training includes hands-on forms with an in-depth discussion on the importance of accurate, complete, and timely information. Information related to voluntary paternity is covered. Each training session begins promptly at 9:00 am and ends at approximately 12:00 noon.

### DCSS Hospital Paternity Program Voluntary Paternity Quarterly Newsletter

This newsletter is intended for individuals and birthing staff who are involved with the Arizona Voluntary Paternity Program. The intent is to publish the newsletter four times a year. Resource budget limitations may cause publications to deviate from the normal publication schedule. We welcome articles submissions and would especially like to hear from Arizona birthing staff.

Kristi Goodall

DCSS Outreach Officer / Newsletter Reporter

<u>DCSSHOPPAT@azdes.gov</u> or <u>kgoodall@azdes.gov</u>
(602) 771-6446



## Top 40 Baby Names in Arizona in 2013

### Word Jumble



Unscramble the 20 boys and 20 girls names below. Use the letter with the corresponding number in the boxes below to reveal the mystery sentence. 21. IFOSA ١. MIAL OCAJB 22. LEBALSAI 23. MEMA HONA **LNEAID** 24. IAM **EDXLEANAR** 25. VILAOI NIADE 26. LIMEY **EIMACLH** 27. AGLIBAI **NAMSO** 28. VAA NOTANYH 29. LEMAIA 10. YANDEJ 30. DASNOMI II. HNTEA 31. ABEZELTIH 12. RELBIGA 32. LIACMIA 13. POHEJS 33. LATEIAN 14. NEBMAJNI 34. ROLATETCH 15. HAJILE 35. REYVA 16. THTEWAM 36. LYEVEN 17. VADID 37. AYLAL 38. OCITAVIR 18. CASAI 19. ASBTEISAN 39. AIRA 20. ANRIDA 40. NAMATHSA

KEY: HELP A CHILD GET A LEGAL FATHER